



HEALTH AND SAFETY POLICY

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Three	04/2018		Form additions and minor wording alterations. Standalone Drugs & Policy Statement made available.
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INTRODUCTION

This policy document has been prepared to define the way that ITI Network Services Ltd intends to manage Health and Safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

ITI Network Services Ltd's Health, Safety and Environmental Management Document System is contained within this Policy Document and its associated instructions, Procedures Manual, assessments, and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting Managers, Supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors, and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy Statement recognises ITI Network Services Ltd obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of ITI Network Services Ltd and its operating businesses.

ITI Network Services Ltd has a moral and legal obligation to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of ITI Network Services Ltd activities. ITI Network Services Ltd fully accepts its obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries, and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety, and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training, and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety, and welfare with regard to the effect on employees, contractors, visitors, and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes, or premises are introduced, adequate guidance, instruction, training, and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensure that competent H&S advice is sought in order to allow the company to comply with relevant legislation and implement suitable control measures to mitigate risks.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of company rules.

The Company will communicate the Health and Safety Policy to all employees and sub-contractors, and it will be freely available to customers, and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be

applied to all activities carried out by the Company.

All Directors, Managers, Supervisors and Foremen will enforce this Policy. The Managing Director is personally responsible for the health and safety performance of the Company and signs this Policy Statement in acknowledgement of this.

Signed: ***D Newton***

Date: 01.06.2024

For and on behalf of ITI Network Services Ltd

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ENVIRONMENTAL POLICY STATEMENT

ITI Network Services Ltd acknowledges its contribution, as a consumer of resources, to the growing global environmental burden and recognises its responsibility to future generations by undertaking business practices that promote sustainable development.

Our Environmental Policy shall earn the confidence of employees, customers, and the general public by demonstrating our commitment to comply with relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

ITI Network Services Ltd recognises the need to operate in a manner that reflects good environmental management. We will:

- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Reduce our consumption of resources. (energy, materials, packaging)
- Minimise waste through a commitment to reuse or recycle, where feasible.
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care.
- Regularly monitor and review our environmental performance.

It is our duty to ensure that good environmental management is practiced in all projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all company employees and sub-contractors, and it will be freely available to customers, and the general public.

All Directors and Managers will enforce this Policy. The Managing Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

Signed: ***D Newton***

Date: 01.06.2024

For and on behalf of ITI Network Services Ltd

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SECTION 1: ORGANISATION

General Organisation

Arrangements for health, safety, welfare, and the environment will be organised by ITI Network Services Ltd. The Managing Director has overall responsibility for health, safety, and the environment.

The Managing Director is responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare, and environmental matters.

Constructive suggestions to improve health, safety, welfare, and environmental awareness in the Company are welcomed from any employee.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health, Safety and Environmental Policy and determining the Company's policies on health, safety, welfare and environmental matters, including revision of this Policy.

All employees and sub-contractors are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control. These Supervisors, supported by the appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety, welfare and environmental matters.

Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

ITI Network Services Ltd

ITI Network Services Ltd Organisational Chart:

Please refer to CP005.1 Org Chart in the Company Business Bible

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SECTION 2: RESPONSIBILITIES

Responsibilities of the Managing Director and other Company Directors:

- To have overall responsibility for health, safety and the environment within the Company. (Managing Director)
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- To appoint competent persons to manage health, safety and the environment within the Company.
- To ensure that the Policy supported by its Instructions, Procedures and Organisational Arrangements are implemented on a day-to-day basis.
- To read and understand the Company's Health and Safety Policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure the health, safety and welfare at work of employees and contractors under the control of the Company by providing and maintaining:
 - Safe places of work and safe access/egress,
 - Safe systems of work,
 - Adequate levels of supervision, training, instruction, information,
 - Relevant risk assessments,
 - Safe plant or equipment,
 - A safe and healthy working environment,
 - Adequate personal protective clothing and safety equipment,
 - Welfare facilities,
 - Safe methods of handling, transporting articles and substances.
 - Accurate health and safety records.
 - To ensure all employees and sub-contractors are aware of and have knowledge of their health, safety and environmental responsibilities while undergoing their tasks and do not take unnecessary risk.
 - Employ best practice as always defined by the Company and the industry on the site with regard to issues such as housekeeping, welfare, etc.
 - Set a personal example and carry out your own work in a safe manner, e.g., use personal protective equipment issued by the Company to protect health and safety.
 - To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the Company's activities.

Responsibilities of the Project Manager:

The Project Manager's Health and Safety responsibilities are to ensure that: -

They understand the Company's Health and Safety Policy and appreciates the allocated responsibilities.

- materials purchased are adequate and suitable for the task for which they are required.
- written instructions and adequate information are provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and carry out an assessment as required by the Regulations.
- the precautions and work methods for each product purchased are provided to site management prior to commencing work.
- all plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- the required protective equipment is purchased and is available for issue.
- the costs of the following are determined, and incorporated in the tender:
 - the most appropriate order and method of work.
 - the provision of adequate lighting.
 - allocation of responsibilities with other contractors on site.
 - the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
 - facilities for sanitation and welfare.
 - the provision of basic fire precautions.
- persons under his control are adequately trained in the tasks allotted to them.
- people under his control observe the requirements of the health and safety policy.
- the policy is effectively administered and monitored in the areas under his control.
- all equipment within his area is in good condition, adequately maintained and guarded and is suitable for the purpose for which it is used.
- They set a good personal example by using the appropriate personal protective equipment.
- Comply with environmental legislation.
- Promote the use of energy efficient and sustainable products.
- Reduce packaging and transportation.
- Reduce the use of hazardous substances.

Responsibilities of Estimators/Surveyors:

The Estimators/Surveyors Health and Safety responsibilities are to ensure that: -

- they understand the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- the costs of the following are determined, and incorporated in the tender:
- the most appropriate order and method of work.
- the provision of adequate lighting.
- allocation of responsibilities with other contractors on site.
- the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
- facilities for sanitation and welfare.
- the provision of basic fire precautions.
- materials purchased are adequate and suitable for the task for which they are required.
- written instructions and adequate information are provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and carry out an assessment as required by the Regulations.
- the precautions and work methods for each product purchased are provided to site management prior to commencing work.
- all plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- the required protective equipment is purchased and is available for issue.
- they set a good personal example by using the appropriate protective equipment whilst on site.
- Comply with environmental legislation.
- Promote and source the use of energy efficient and sustainable products.
- Reduce packaging and transportation.
- Substitute where possible, the use of hazardous substances

Responsibilities of Site Managers:

The Site Managers Health and Safety responsibilities are to ensure that: -

- they understand the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- the relevant legislation is complied with in all the company's areas of operation;
- sound working practices are observed;
- health and safety activities are coordinated between all contractors working on the same site;
- all accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;
- that any hazardous substances are stored and handled in accordance with established rules and procedures;
- the following are determined at the planning stage: -
 - the most appropriate order and method of work;
 - the provision of adequate lighting;
 - allocation of responsibilities with other contractors on site;
 - the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
 - facilities for sanitation and welfare;
 - the provision of basic fire precautions.
- written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- all COSHH, Risk, Manual Handling and PPE Assessments are compiled and distributed;
- the precautions and work methods are checked with site management prior to commencing work;
- work is carried out as planned and the relevant legislation is complied with on site;
- they set a good personal example by using the appropriate protective equipment whilst on site;
- all plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- all plant is operated by trained and experienced personnel;
- all repairs to plant on site are carried out in the proper manner;
- the required protective equipment is issued and used correctly.

- They set a good personal example by using the appropriate protective equipment whilst on site;
- Comply with environmental legislation
- Promote the use of energy efficient and sustainable products
- Reduce packaging and transportation
- Reduce the use of hazardous substances

Responsibilities of Operatives:

The Operatives' Health and Safety responsibilities are to ensure that they: -

- use the correct tools and equipment for the task;
- use the protective equipment provided;
- only use tools which are in good condition;
- report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- do not endanger themselves or other persons through their actions or failures to act;
- avoid improvisation;
- warn new employees of known hazards;
- refrain from horseplay;
- do not abuse the welfare facilities;
- co-operate with the Company on all aspects of health, safety and welfare;
- do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- comply with the requirements of the Company's Safety Policy.
- inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Comply with environmental legislation
- Reduce packaging and waste
- Reduce the use of hazardous substances
- Dispose of waste correctly to allow proper disposal and where possible recycling.

Responsibilities of Account/Administration Staff:

Accounts staff's Health and Safety responsibilities are to ensure that: -

- they understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- the Safety Policy is effectively implemented in all functions under their control;
- responsibilities are correctly assigned and accepted;
- first aid facilities are available at all times;
- all equipment on the premises is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- they inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- They comply with environmental legislation
- They reduce waste
- They dispose of waste correctly to allow proper disposal and where possible recycling.

Responsibilities of Trade Contractors:

Trade-Contractors are to comply with all the requirements of this Safety Policy and are to provide copies of their Safety Policies and any other documentation appertaining to health and safety, which may be requested by the Company or their Safety Advisers.

Failure to do so will render the Trade Contractor liable to suspension from the site and any financial penalties will be charged to that Trade Contractor.

Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the companies.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

Scaffolding used by Trade-Contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.

Trade-Contractor's employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised by their employer and the senior Temple Safety representative.

All plant or equipment brought on to site by Trade-Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of

plant, equipment or operations to be carried out by the Trade-Contractor must be provided to senior company representative before work commences.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

Any injury sustained or damage caused by Trade-Contractors employees must be reported immediately to the senior site representative.

Trade-Contractors employees must comply with any safety instructions given by the senior company representative

This company has engaged GJC Risk Management Limited to inspect sites and report on health and safety matters. Trade-Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Trade-Contractors will provide the GJC Risk Management Limited representative with the name of the person they have appointed as their safety supervisor.

Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to the GJC Risk Management Limited representative before work commences.

Trade-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds

A detailed method statement will be required from Trade-Contractors carrying out site works. The method statement must be agreed before work begins and copies made available on site so that compliance can be maintained.

All Trade Contractors will be expected to be aware of their environmental responsibilities and ensure that measures are implemented to reduce waste and emissions and promote less sustainability, recycling and less harmful products.

Responsibilities of Ian Hetherington – SHEQ Manager

The responsibilities of the SHEQ Manager shall include, but not be limited to:

- carry out site inspections, as requested by the Company and/or Client.
- provide written reports and assessments subsequent to the inspection
- ensure that the Health and Safety Policy and documentation, as prepared, is reviewed and updated as required.
- provide an accident investigation service and liaise with the enforcing authority as necessary.
- assess, review, and renew all method statements prepared by the Company as necessary.
- attend meetings regarding health and safety, on behalf of the Company.
- provide Health and Safety Training/Information for both management and staff as required.

Responsibilities of Graham Cowan QHSE Consultant

Graham Cowan QHSE Consultant has been retained as the Company's Safety Adviser and shall:

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- carry out site inspections, as requested by the Company/SHEQ Manager.
- provide a telephone advisory service relating to all aspects of health and safety at work.
- by arrangement, provide an accident investigation service and liaise with the enforcing authority.
- if requested, assess all method statements prepared by the Company/SHEQ Manager.
- if requested provide Health and Safety Training for both management and staff.

Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident records are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.

Responsibilities of All Employees

- To read and understand both the Company's Health and Safety Policy, it's Environmental Policy and comply with the prescribed arrangements and objectives.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to a Manager/Supervisor.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager/Supervisor, including those where no injury occurred.

Responsibilities of Sub Contractors

Whilst you are working in any capacity for ITI Network Services Ltd you will be expected to adhere to the Company Health and Safety Policy and to cooperate with the Company on all matters of health and safety at work; and to cooperate with the Company's appointed Health and Safety Advisers.

You will be required to comply with the Company's arrangements for health and safety as detailed in Section 3 of this policy.

Your attention is therefore drawn to Section 3 of the Policy in order that your employees are aware of the standards contained within the section and are provided with information and instruction to comply with these.

SECTION 3: ARRANGEMENTS

No.	Title	Last Review	Next Review
1.0	Introduction	June 2023	June 2024
2.0	Internal Communication	June 2023	June 2024
3.0	Health, Safety and Environmental Policy	June 2023	June 2024
4.0	Training	June 2023	June 2024
5.0	Risk Assessments	June 2023	June 2024
6.0	Method Statements	June 2023	June 2024
7.0	Safe Place of Work	June 2023	June 2024
8.0	Work at Height	June 2023	June 2024
9.0	Step Ladders	June 2023	June 2024
10.0	Equipment	June 2023	June 2024
11.0	Hazardous Substances	June 2023	June 2024
12.0	Electricity	June 2023	June 2024
13.0	Fire Prevention and Evacuation Procedures	June 2023	June 2024
14.0	First Aid and Accident Reporting	June 2023	June 2024
15.0	Welfare Facilities	June 2023	June 2024
16.0	Manual Handling	June 2023	June 2024
17.0	Personal Protective Equipment	June 2023	June 2024
18.0	Lone Working	June 2023	June 2024
19.0	Protection of the Public	June 2023	June 2024

20.0	Young Persons	June 2023	June 2024
21.0	Stress	June 2023	June 2024
22.0	Records and Archiving	June 2023	June 2024
23.0	Monitoring at the Workplace	June 2023	June 2024
24.0	Smoking	June 2023	June 2024
25.0	Environmental Control	June 2023	June 2024
26.0	Display Screen Equipment	June 2023	June 2024
27.0	Driving whilst working	June 2023	June 2024
28.0	Control of Contractors	June 2023	June 2024
29.0	Application of CDM	June 2023	June 2024

1 Introduction

The general details of ITI Network Services Ltd arrangements for the management of health, safety and the environment are provided within this section.

2 Internal Communications

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- Health and Safety Policy.
- Environmental Policy
- HSE Law poster.
- Employer's Liability insurance certificate.
- Fire safety instructions.
- Names of Fire Wardens and First Aiders.
- Other safety instructions relevant to that workplace.

3 Health, Safety and Environmental Policy

- The Health and Safety and Environmental Policy will be reviewed annually to ensure that it is effective.
- The Policies will be amended where required and all employees informed of any amendment. copy of the Policies will be available to all employees.
- Each workplace with staff will hold a copy of the Policies.

4 Training

Well trained and competent personnel, who undertake work activities, decrease the likelihood of accidents and injury. Many accidents at work occur because of an individual's capability and training not meeting the requirements and skills of a specified task.

Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.

Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.

Health, safety and environmental records of training provided will be maintained.

5 Risk Assessment

Management and supervisory staff are required to carry out risk assessments of work activities, which pose a significant risk to health, safety and the environment, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Risk assessments will be carried out for each task or work activity with a significant risk, employees need to undertake.

Managers are required to complete the site-specific section of the Risk Assessment to make the assessment specific to the site and working conditions encountered.

The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.

All Risk Assessments are produced by the relevant Project Manager and are sent to the H&S Consultant for review prior to issue.

A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of safety briefings by Managers, so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risks from work activities are adequately controlled and are following current legislation.

6 Method Statements

A method statement will be produced by Managers where a number of activities are to be undertaken and a Safe System of Work needs to be established to control the risks identified.

A copy of the method statement and associated risk assessments will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of safety briefings by Managers/Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

7 Safe Place of Work

ITI Network Services Ltd will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

A safe means of access and egress from all workplaces, where practicable, will be provided and maintained.

All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.

8 Work at Height

The working at height regulations require employers to:

- Avoid working at height where they can,
- Use work equipment or other measures to prevent falls where they cannot avoid working at height, and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

ITI Network Services Ltd will carry out a risk assessment to identify the risks involved from work at height, however this will be avoided as a priority, and develop processes to eliminate or control the risks. Additionally, ITI Network Services Ltd will ensure that all work at height is adequately planned, organised, and supervised and carried out in a safe manner.

ITI Network Services Ltd will ensure that everyone involved in working at height is competent.

ITI Network Services Ltd will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

If work is to be undertaken at height, then prevention of the fall will be the first priority, additionally collective prevention measures will take priority over personal protection.

ITI Network Services Ltd have determined that the following hierarchy of measures will be taken to carry out work at height:

- Avoidance of working at height where possible.
- Step Ladders (Subject to criteria set out in the section on stepladders).

9 Step Ladders

Step Ladders will only be used when a risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes), This in effect means that step ladders should rarely be used and only ever be used for short duration work.

10 Equipment

All reasonable steps will be taken to secure the health and safety of employees who use, equipment.

All equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with PUWER Regulations.

11 Hazardous Substances

Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.

Carry out risk assessments to identify substances hazardous to health. If necessary, produce a specific COSHH assessment.

Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use, and protection of the environment.

Ensure compliance, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

12 Electricity

All electrical fixed installations will be maintained in a safe condition.

All portable and transportable equipment will be tested as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, (i.e., how carefully it is handled)). This will not normally exceed every 12 months for equipment used in an office environment.

13 Fire Prevention and Evacuation Procedures

A fire risk assessment will be completed at all workplaces under the control of ITI Network Services Ltd

In the case of working on sites not directly controlled by ITI Network Services Ltd, adherence to the site controllers Fire and Emergency plans will be applicable.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection.
- Raising the alarm in the event of a fire.
- Firefighting equipment.
- Installation of emergency lighting.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practiced regularly and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

14 First Aid and Accident Reporting

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), or damage to any property.

Nominated 'suitable person(s)' i.e., trained First Aiders will be provided, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with

company policy and ensure details are recorded in the Workplace Accident Book.

Management must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work.
- Any person suffers a major injury or disease as a result of or in connection with work.
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work.
- Any person not at work (Visitor, member of public, etc.) who is injured as a result of an accident at a workplace and requires treatment at a hospital.

15 Welfare Facilities

Suitable and sufficient welfare facilities will be available to all employees, contractors and visitors, including:

- Toilet facilities.
- Washing facilities.
- Accommodation for clothing.
- Facilities for rest and to prepare and eat meals, including means for boiling water. (To include adequate seating with backs)
- Drinking water.

All facilities will be maintained to a satisfactory standard, regarding:

- Accessibility.
- Temperature.
- Ventilation.
- Lighting.
- Cleanliness/hygiene.

16 Manual Handling

ITI Network Services Ltd will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.

Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:

- Provision of mechanical aids. (Trolleys, etc.)
- Provision of sufficient persons to undertake lift.
- Provision of proper handles, handholds.
- Provision of a carrying device.
- Secure items, to prevent load shifting.
- Reduce the size of load to be lifted.
- Provision of PPE.
- Provision of manual handling training.
- Provision of manual handling information. (Posters, etc.)
- Posters giving guidance in lifting techniques should be displayed.

17 Personal Protective Equipment

Management will ensure that suitable and adequate quantities of PPE are available and used appropriately.

Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting company sites.

18 Lone Working

There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.

Risk assessments must be carried out for lone working and control measures put in place prior to work commencing.

19 Protection of the Public

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of ITI Network Services Ltd activities.

20 Young Persons

In accordance with the Management of Health and Safety at Work Regulations 1999, ITI Network Services Ltd shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given regarding a young persons' lack of awareness, inexperience and immaturity.

Copies of the risk assessments and control measures taken, for young persons under 18 years of age, will be sent to their parents or guardians.

21 Stress

At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.

ITI Network Services Ltd has a responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate Manager who will arrange for the person to be monitored.

It shall be the ITI Network Services Ltd policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

22 Records and Archiving

Records will be maintained of all necessary health, safety and environmental documentation. This will include:

- Health, Safety and Environmental Policy.
- Procedures documents.
- Risk assessments.
- COSHH assessments.
- Statutory documentation. (Inspections, reports etc.)
- Inspection records.
- Accident Book.
- Health and Safety Plans.
- Other relevant health, safety and environmental documents.

23 Monitoring at the Workplace

Managers must ensure that all workplaces and activities under their control meet the requirements set out in this policy.

All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.

All accidents and near misses should be reported to the First Aider at the workplace.

Analysis of all records, accident information and trends, and overall health, safety and environmental performance will be the responsibility of the Managing Director.

24 Smoking

ITI Network Services Ltd have a non-smoking rule in all premises controlled by the Company.

All ITI Network Services Ltd controlled premises will display a "No Smoking" sign meeting the requirements of the regulation.

25 Environment Control

ITI Network Services Ltd is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.

Appropriate arrangements to protect the environment, will be put in place, including:

- Approved storage and use of raw materials and substances.
- Waste minimisation (promoting reuse, recovery and recycling).
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations.
- Monitoring and review of environmental performance.

26 Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, ITI Network Services Ltd will identify all "Users" – those employees who use Display Screen Equipment (DSE) for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE.

27 Driving when working for ITI Network Services Ltd

ITI Network Services Ltd recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. If this were to be ignored the consequences could be fatal.

The Company's policy is that all drivers must be in control of their vehicle at all times. This means no electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are only to be used if the vehicle has stopped in a safe place and the hand brake is applied, or a suitable hands-free kit is fitted to enable the phone to be used safely.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol, or any substance likely to cause a danger to themselves or others is forbidden to drive. Any time at work that you feel unfit to drive you are to inform your Manager immediately.

Only those employees who hold a current valid driving license for the vehicle type they plan to drive are permitted to do so.

ITI Network Services Ltd has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

Authority will be given to all drivers and a copy of their full UK driving license will be held on file.

All driving convictions/offences will be requested from all authorised drivers.

Business Class insurance will be in place for all drivers of vehicles.

For all company vehicles the required Road Tax, MOT's (if applicable) will be held, and a register kept and held on file.

28 Control of Contractors.

ITI Network Services Ltd will have overall responsibility for the safe working and operations of its sub-contractors.

Any contractors being engaged by the company, will be required to:

- Undertake a site Induction programme.
- Any contractor, who is deemed not to be complying with Health & Safety standards, will be removed from site, and reported accordingly.
- ITI Network Services Ltd will ensure that all contractors have been provided with all the relevant Health & Safety Information and equipment necessary to ensure their safety and the safety of other persons who may be affected by their activities.

29 Application of CDM

Purpose:

To define the system for ensuring that projects carried out at ITI Network Services Ltd sites, where applicable, comply with the Construction (Design and Management) Regulations 2015

Scope

This Policy applies to all construction work carried out by ITI Network Services Ltd

Principles

ITI Network Services Ltd Employees and contractors (including sub-contractors) and their employees shall not be put at risk by ITI Network Services Ltd Business activities.

Activities shall not put at risk the ITI Network Services Ltd Business or its employees; other contractors or their employees; other companies or their employees; or the general public.

The framework and principles of the CDM regulations 2015 shall be applied to all relevant construction activities undertaken by ITI Network Services Ltd.

All activity, however controlled, shall be carried out in line with applicable regulatory standards/guidance and approved Codes of Practice. Management of contractors shall meet the general requirements of - Management of sub-Contractor's procedure.

What is Construction Work?

'Construction work' means the carrying out of any building, civil engineering or engineering construction work and includes:

- (a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.
- (b) The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- (c) The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- (d) The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- (e) The installation, commissioning, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure; but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out.

What is a Structure?

"Structure" means:

(a) any building, timber, masonry, metal or reinforced concrete structure, railway line or siding, tramway line, dock, harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipeline, cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defense works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure or structure designed to preserve or alter any natural feature and fixed plant;

(b) Any structure like anything specified in paragraph (a).

(c) Any formwork, false work, scaffold, or other structure designed or used to provide support or means of access during construction work, and any reference to a structure that includes part of a structure

Arrangements

ITI Network Services Ltd shall ensure that generic health and safety preconstruction information is obtained for all relevant CDM projects.

ITI Network Services Ltd shall ensure that ITI Network Services Ltd Managers and Supervisors are trained and competent in applying CDM requirements to relevant projects involving construction activities.

ITI Network Services Ltd shall assess the work to be undertaken against the requirements of the CDM regulations and implement the relevant controls and methodologies.

Role of ITI Network Services Ltd in CDM Projects:

The CDM regulations are a set of 39 regulations.

In most Cases ITI Network Services Ltd will fulfil the role of either ***Principal Contractor*** or ***Contractor***

CDM Duty Holders

- Clients
- Principal Designer
- Principal Contractor
- Designers
- Contractors

Key Documentation

- Construction phase plan
- Site Safety Rules
- Health and Safety File
- Notification to HSE F10

Key Appointments

- Principal Contractor
- Principal Designer

The Client

The Client is the person (or organisation) for which the project is carried out.

If there is doubt a "sole client declaration" can be made to clarify which of the possible clients is acting as the client for the purpose of the Regulations.

A sole client declaration can be made in contract.

Application of the Regulations:

The Regulations apply to all construction work including that in UK territorial waters and, for renewable energy installations, in the renewable energy zone.

Some requirements only apply if there is more than one contractor.

Notification (generally to the HSE) only applies if the construction work is scheduled to:

Last longer than 30 days and have more than 20 persons working simultaneously at any point; or

Involves more than 500 person days of construction work.

Notification is a client responsibility (previously the CDM Coordinator)

A construction phase plan is required for all projects irrespective of scale.

Where the project involves more than one contractor then:

The Client must appoint a Principal Contractor and Principal Designer

The Principal Designer must prepare the health and safety file.

Note if the Client fails to make these appointments, they take on the role themselves.

Client Duties:

A Client must make suitable arrangements for managing the project, including the allocation of sufficient time and other resources.

Arrangements are suitable if they ensure that:

The construction work can be carried out so far as is reasonably practicable, without risks to the health and safety of any person affected by the project.

The minimum welfare facilities specified in Schedule 2 are provided.

A Client must ensure that the arrangements are maintained and reviewed throughout the project.

Notice the above duties are absolute duties imposed on the Client.

A Client must take reasonable steps to ensure the Principal Designer and Principal Contractor comply with their duties.

Note that the Client duties for ensuring the construction phase plan is drawn up and a compliant health and safety file is produced are an absolute duty whereas the duty above is to take reasonable steps to ensure Competence and Suitability

A Designer (including a Principal Designer) or Contractor (including a Principal Contractor) appointed to work on a project must have the skills, knowledge, and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

A Designer or Contractor must not accept an appointment to a project unless they fulfil the conditions above.

A person who is responsible for appointing a Designer or Contractor to carry out work on a project must take reasonable steps to satisfy themselves that the Designer or Contractor fulfils the conditions above.

Clients are responsible for appointing Principal Designers and Principal Contractors and therefore must take reasonable steps to satisfy themselves on the suitability as described above.

The HSE guidance indicates that the reasonable steps must be proportionate to the risks of the project and its scale.

References are made in the HSE guidance to pre-qualification questionnaires such as PAS 91 2013 to assess organisational capability. HSE also makes clear the need to look at track record in relation to the type of work being undertaken.

Construction Phase Plan:

A construction phase plan is required for all projects of whatever duration and even if there is only one contractor.

Principal Designers must assist the Principal Contractor in preparing the plan by providing appropriate information.

For smaller projects where there is only one contractor that contractor must draw up the construction phase plan

The construction phase plan must take account of listed Schedule 3 works involving particular risks.

Schedule 3 Work Involving Particular Risks:

Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.

Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring.

Work with ionizing radiation requiring the designation of controlled or supervised areas under Regulation 16 of the Ionising Radiations Regulations 1999.

Work near high voltage power lines.

Work exposing workers to the risk of drowning.

Work on wells, underground earthworks, and tunnels

Work carried out by divers having a system of air supply.

Work carried out by workers in caissons with a compressed air atmosphere.

Work involving the use of explosives.

Work involving the assembly or dismantling of heavy prefabricated components.

Principal Designer Duties:

Plan, manage and monitor the construction phase to make sure, so far as is reasonably practicable, it is carried out without risks to health or safety.

Organise cooperation between contractors.

Ensure adequate welfare facilities.

Draw up and implement the site rules as necessary.

Draw up and implement the construction phase health and safety plan.

Ensure a suitable site induction is provided and make sure those working on site have received the training they need.

Take necessary steps to prevent unauthorised access.

Ensure effective consultation with the workforce.

Liaise and share information with the Principal Designer

Contractor Duties

Ensure the Client is aware of their duties.

Plan, manage and monitor the construction phase to make sure, so far as is reasonably practicable, it is carried out without risks to health or safety.

If there is only one contractor working on the project a Contractor must take account of the general principles of prevention when design, technical and organisational aspects are being decided and in estimating the period required to complete the work or work stages.

Contractor Duties (continued)

If there is only one contractor draw up the construction phase plan including site rules

If there is more than one contractor comply with directions given by the Principal Contractor and Principal Designer

Comply with the requirements of the construction phase plan relevant to their work.

Provide workers under their control with appropriate supervision instruction and information including a site induction.

Part 4 Requirements:

As at present these requirements apply to all construction sites.

There is no longer a requirement to keep a record of daily inspections of excavations, cofferdams, or caissons unless the inspection shows that it is unsafe. There is a requirement to undertake the inspections, however.

Part 4 contains regulations 16-35 and refers principally to events on site during the works and duties are specific to contractors, where all contractors must comply with the requirements of the construction site.

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Signed

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Dave Newton
Managing Director

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